

City of Jackson  
2013 Holiday Parade Application  
November 30, 2013  
12:00 p.m.



Please join us as Mayor Chokwe Lumumba, leads the City of Jackson in a parade celebrating the holiday season. This year's theme – Merry Ole Town of Jackson

Important Dates: Monday, November 18, 2013 – Application Deadline  
Thursday, November 21, 2013 –Mandatory Information and Public Safety Meeting, Warren Hood Building, Andrew Jackson Conference Room (Time: 6:00 pm)

\*All applicants will be notified indicating approval or rejection for entry in the parade.

Official Parade Rules:

Pre-registration passes of float drivers must be displayed on the dashboard of each pulling vehicle before entering the line-up. Numbers on passes do not represent line-up order. Only floats will be allowed in the line-up area. All materials, decorations, etc. must be on the float before line-up.

**\*NO ALCOHOLIC OR INTOXICATING BEVERAGES WILL BE ALLOWED IN THE LINE-UP AREA OR ON THE FLOATS. CONSUMPTION OF SUCH BEVERAGES BY PARADE PARTICIPANTS WILL NOT BE TOLERATED.**

GENERAL RULES:

1. It is your responsibility to help maintain safety and ensure an orderly parade. Each entry is legally responsible for any accident associated with the aforementioned entry.
2. The City of Jackson's Holiday Parade is an entertainment event celebrating the holiday season by displaying the goodwill of its participants to all attendees. It is not a venue for political campaigning or promoting divisive agendas. The parade committee reserves the right to accept or reject any applicant for any reason. Political campaigning is not permitted. No political literature is to be distributed and no political banners or buttons may be displayed on your unit or those in your unit.

3. Parade marshals will assist you at lineup and egress throughout the parade route. They are authorized to enforce the rules of the parade, and have the right to pull entries that do not comply with the rules and regulations.
4. The City of Jackson Holiday Parade is a family –oriented event and all participants must perform in a tasteful manner. Obscene/ offensive gestures and foul language (including music lyrics) will not be tolerated and participants will immediately be removed from the line of the march.
5. One person per float entry should be designated as a spokesperson and contact person for entry. This designee must be 21 years of age or older.
6. Horse participant's owners must show proof of Coggins license.
7. If you have any questions or need assistance while at the Parade, official vests will identify workers on site and JPD officers will be on hand to assist.
8. Plans for the parade line up will be announced at the mandatory information and public safety meeting.
9. Commercial or retail establishments are forbidden from promoting/displaying/distributing their product inside the line-up area or parade site unless they are a corporate sponsor of the parade. Further, they are not allowed to distribute/post or display promotional materials on floats or entries other than those sponsored by their company.
10. Floats registered as "Individuals" cannot promote a commercial product or company.
11. Motorcycle units must obey all traffic laws. Revving engines, wheelies, burning tires, etc. will not be tolerated and participants will immediately be removed from the lineup.
12. 18-wheel tractor/trailer rigs and ATV's (four-wheelers) are not allowed to ride in the parade. The only exception will be for law enforcement motorcycle units.
13. For judging opportunity, each band may stop and perform in front of judges' stand on Pearl Street at City Hall. In an effort to keep the parade flowing, there will be a 2-minute limit in front of the judges' stand.
14. All floats shall have a fire extinguisher and it shall be mounted on either the tractor or the float.
15. Children under 12 years of age shall be seated and secured at all times.
16. Floats exceeding 3 feet from ground level must have a ladder.
17. No open flames or cooking on the floats.
18. There is only one SANTA CLAUS and MRS. CLAUS character allowed in the parade. They are the focal point at the end of the parade.

#### FLOATS:

1. Gooseneck trailer floats cannot exceed 35 feet in length. Standard Bumper hitch trailers cannot exceed 25 feet in length. The maximum width for any trailer is 12 feet. The number of people per trailer will be limited to one person per 10 square feet of trailer space; for example a trailer 28 feet long and 12 feet wide,  $28 \times 12 = 336$  square feet divided by 10 people = 33 people. \* Height restriction is 14 feet.
2. Each float shall have an appropriately designed and placed safety chain between it and the vehicle pulling the float **NO EXCEPTIONS**.
3. All wheeled trailers and floats must be skirted completely (including the area around the tires) to within six inches off the ground using  $\frac{1}{4}$ "-  $\frac{1}{2}$ " plywood to prevent people, especially children, from getting beneath vehicles. Construction of skirting must be done before line-up. All trailers must have a safety railing 36 inches high from the base of the trailer using wood, metal or a substantial substitute. If you use a pick-up truck as a float, you must have a safety railing on both sides and across the tailgate 4 feet high from the floor of the truck bed using wood, metal, or a substantial substitute.
4. All floats and vehicles will be inspected by designated City of Jackson personnel prior to the parade. Any float or person not in compliance will be removed from the parade.
5. No person shall be allowed to get on and off a float after the parade begins, except for emergency reasons. In case of emergency, the float should pull to the curb and stop. The person involved in the emergency will be removed and the float can re-enter the parade procession.

#### POINT PEOPLE:

Each motor vehicle entry (cars, trucks, vans, etc.) in the parade must supply a minimum of 4 point people (two in back, two in front) to walk alongside the vehicle in order to keep the crowd at a safe distance. FLOATS must supply a minimum of 6 point people (3 per side).

#### PULL VEHICLES:

1. A pull vehicle may be a car, pick-up truck, semi-truck cab or tractor that is suitable in size and weight to pull the trailer. Farm tractors are encouraged as pull vehicles.
2. All pull vehicles shall have 1 driver and 1 spotter. No other persons will be allowed to be in or on pull vehicle. No one may ride in the bed of a towing vehicle. It is the spotter's responsibility to observe riders on the float and the walkers for any sign of a problem and notify the driver to stop immediately.

3. All vehicles must be operated by a licensed driver and have current license plates.
4. All laws which apply toward operating a motor vehicle will be enforced during the parade by the JPD. While operating a vehicle, drivers may be detained by the JPD for violations of the law such as driving recklessly, DUI etc.
5. Pull vehicles will be inspected: Horns, blinkers, brakes etc. must be in good working order.

#### THROWS:

1. Absolutely NO trinkets or candy can be thrown from the driver's side of the pull vehicle or tossed or handed out to the front or rear of the float.
2. Discarding of debris, trash and packaging shall be prohibited along the parade route.
3. All throws should be tossed out and away from floats to discourage people from running into the streets.

#### PARADE LINE-UP:

1. To enter the parade, you must report for line-up no later than 9:00 a.m.
2. All floats enter the fairgrounds at Gate #5, located on Greymont Street, line-up and float inspection. Floats must be completely decorated by 10:00 a.m.
3. All vehicles carrying bands and marching/walking groups should unload parade participants for line-up at the intersection of Mississippi and North Streets.
4. All private dance troupes not associated with a participating band must ensure all members ride on their float. It is the responsibility of all dance troupes to provide their own music. No special accommodations will be made to ensure that independent dance troupes will be placed behind or near marching bands.
5. Parade begins through downtown streets at 12:00 p.m. and should end at the fairgrounds around 3:00 p.m.
6. All parade entries must have a visible banner or sign identifying their group or organization.

### City of Jackson 2013 Holiday Parade Application

You must be 21 years or age or older to register for the parade.

(Please Print)

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Number of Participants and Point People \_\_\_\_\_ Trailer Size \_\_\_\_\_

Have you participated before? \_\_\_\_\_ If so, when? \_\_\_\_\_

**Check One Only:** CHURCH \_\_\_\_\_ SCHOOL \_\_\_\_\_ CITY DEPARTMENT \_\_\_\_\_ OTHER \_\_\_\_\_

#### Liability Policy Information:

Name of Insurance Company \_\_\_\_\_

Policy Number \_\_\_\_\_

Name of Insured \_\_\_\_\_

#### Categories

- ☐ Antique/Classic Vehicles
- ☐ Baton Twirlers
- ☐ Dignitaries
- ☐ Float w/walkers
- ☐ Marching Band
- ☐ Majorettes/Cheerleaders
- ☐ Military
- ☐ Scout Troop # \_\_\_\_\_
- ☐ Horse Units

**\*You will not be admitted to the parade unless you provide proof of liability insurance for the pull vehicle. You should also be prepared to show proof of liability at parade check-in.**

#### Mandatory Agreement

I have read the above rules and regulations and do hereby agree to meet those specifications as prescribed by the Special Events Committee of the City of Jackson and the City of Jackson Police Department. I understand that if my float or entry does not comply with the specifications set forth, then I will not be accepted for participation in the parade. For good and valuable consideration, I, the undersigned, for myself, successor, heirs and assigns, release and forever discharge the parade sponsors, the City of Jackson, their employees, agents or assigns, from all claims, causes of action or judgments I may have or claim to have, for all personal injuries, including death, and injuries to property, real or personal, caused by or arising out of my involvement with the annual City of Jackson Holiday Parade.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Complete and return application via mail, fax, or email no later than Monday, November 18, 2013**

**to:**

Keyshia Sanders

City of Jackson

P.O. Box 17

Jackson, MS 39205-0017

Office: (601) 960-1084

Fax: (601) 960-2193

E-mail: [ksanders@city.jackson.ms.us](mailto:ksanders@city.jackson.ms.us)

## **JUDGE'S CRITERIA FOR EVALUATING ALL PARADE PARTICIPANTS**

- Creativity:  
Degree and quality of originality, imagination and inventiveness, either implementing the theme or not, of participant's idea or concept
- Execution:  
Degree to which idea or concept is effectively realized, through construction, presentation or performance
- Style:  
Degree and quality of wit, distinction and flair present in the participant's expression and performance
- Exuberance:  
Degree and quality of enthusiasm and effort, in the participant's capturing the spirit of the day

## Proposed Float Design for the City of Jackson 2013 Holiday Parade

**Please provide a written narrative of your float specifications and design  
(what will be on your float, etc.) on the back of this form.**

Trailer Length: \_\_\_\_\_

Trailer Height: \_\_\_\_\_

Type of Trailer: \_\_\_\_\_

Materials for Skirting: \_\_\_\_\_

Materials for Railing: \_\_\_\_\_

Type of Throws: \_\_\_\_\_

How many people on Float: \_\_\_\_\_

Type of Pull Vehicle: \_\_\_\_\_

Name of Driver: \_\_\_\_\_

Names of Point People: \_\_\_\_\_